

GODDARD SPACE FLIGHT CENTER
PERMISSION TO ENGAGE IN OUTSIDE EMPLOYMENT OR ACTIVITY
(See Restrictions on Reverse)

In accordance with 5 CFR 6901.103. I hereby request approval of outside employment or other outside activity.					
NAME					
PRESENT POSITION (Title and Grade)		ORGANIZATION CODE		PUBLIC FINANCIAL DISCLOSURE REPORT FILER (SF278) <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF OUTSIDE EMPLOYMENT OR ACTIVITY (Include a description of the scope of any professional services as applicable and the types of clients to whom you expect to market your services)					
REIMBURSEMENT EXPECTED: \$ _____ PER					
NAME OF PROSPECTIVE EMPLOYER/AFFILIATE (Include the type of business; e.g. corporation, partnership, etc.)			ESTIMATED TOTAL TIME PER WEEK TO BE DEVOTED TO OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY (Per year if on a continuing basis)		
OUTSIDE EMPLOYMENT OR OTHER ACTIVITY WILL BE PERFORMED BEYOND NORMAL DUTY HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO IF "NO", ESTIMATE HOURS AWAY FROM REGULAR JOB AND METHOD OF ACCOUNTING FOR ABSENCE (Permission does not constitute approval of leave, LWOP, or a work schedule change.)			IN THE PERFORMANCE OF YOUR NASA DUTIES, HAVE YOU PARTICIPATED IN OR ARE YOU NOW PARTICIPATING IN OR DO YOU HAVE RESPONSIBILITY FOR ANY MATTERS INVOLVING YOUR PROSPECTIVE EMPLOYER/AFFILIATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", EXPLAIN ON A SEPARATE SHEET AND ATTACH		
Employee Certification: I have read and understand policy and regulations governing outside employment by NASA employees (see next page of this form), and all information provided on this form is complete to the best of my knowledge.					
(Signed)			(Date)		
CONCURRENCES					
CODE	ORGANIZATION DESIGNATION	YES	NO	SIGNATURE	DATE
	IMMEDIATE SUPERVISOR				
*	BRANCH HEAD (Optional per Directorate policy)				
	DIVISION CHIEF				
*	DIRECTOR OF (Optional per Directorate policy)				
	OFFICE OF HUMAN RESOURCES				
	OFFICE OF CHIEF COUNSEL				
* Directorate policy must be filed with OHR and Office of Chief Counsel <div style="text-align: center;">FINAL REVIEW (Office of the Director)</div> (Associate Administrator for Human Resources for Public Financial Disclosure Report (SF 278) filers)					
ACTION (See restrictions on reverse) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE			DATE
This approval is valid for a period of three years. Participation in the described activity beyond that date or any change in your duties, nature of the employer's business or in the scope of your outside activities will require resubmission and approval of this request.					

PERMISSION TO ENGAGE IN OUTSIDE EMPLOYMENT OR ACTIVITY

GUIDELINES AND LIMITATIONS: Employees should refer generally to the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635, and Supplemental Standards of Ethical Conduct for Employees of NASA, 5 CFR Part 6901 (collectively referenced as “Standards of Conduct”). The following are adapted excerpts.

Several of these guidelines apply to uncompensated as well as to compensated outside activities.

An employee who wishes to engage in outside employment or other outside activities must comply with all relevant provisions of Subpart H, including, when applicable:

- (1) The prohibition against outside employment or other outside activity that conflicts with the employee’s official duties;
- (2) Any agency-specific requirement for prior approval of outside employment or activities;
- (3) The limitations on receipt of outside earned income by certain Presidential appointees and other noncareer employees;
- (4) The limitations on paid and unpaid service as an expert witness;
- (5) The limitations on participation in professional organizations;
- (6) The limitations on paid and unpaid teaching, speaking, and writing; and
- (7) The limitations on fundraising activities.

An employee shall endeavor to avoid actions creating an appearance of violating any of the ethical standards and the prohibition against use of official position for an employee’s private gain or for the private gain of any person with whom he/she has employment, business, or personal relations.

CONFLICTING OUTSIDE EMPLOYMENT AND ACTIVITIES (Adapted from 5 CFR 2635.802)

An employee shall not engage in outside employment or any other outside activity that conflicts with his/her official duties. An activity conflicts with an employee’s official duties:

- (a) If it is prohibited by statute or by an agency supplemental regulation; or
- (b) If it would require the employee’s disqualification from matters so central or critical to the performance of his official duties that the employee’s ability to perform the duties of his/her position would be materially impaired.

Employees are cautioned that even though an outside activity may not be prohibited under regulations specifically applicable to outside activities, it may violate other principles or standards set forth in the Standards of Conduct or require the employee to disqualify himself from participation in certain particular matters under the Standards of Conduct.

PROHIBITED OUTSIDE EMPLOYMENT. A NASA employee, other than a special Government employee, shall not engage in outside activity with the following:

- (1) A NASA contractor, subcontractor, or grantee in connection with work performed by that entity for NASA; or
- (2) A party to a Space Act Agreement, Commercial Launch Act Agreement, or other agreement to which NASA is a party pursuant to specific statutory authority, if employment is in connection with work performed under the agreement.

ACCOUNTABILITY

As a federal employee engaged in outside employment you are personally responsible for assuring that your work does not result in a real or apparent conflict of interest. Violations of the Standards of Conduct activity may result in disciplinary action against you. If you have any questions concerning your ethical obligations, please do not hesitate to discuss them with your supervisor and the Office of Chief Counsel.

PRIVACY ACT NOTICE FOR GSFC FORM 17-60, “REQUEST FOR PERMISSION TO ENGAGE IN OUTSIDE EMPLOYMENT OR ACTIVITY”

Authority: This information is provided pursuant to 5 U.S.C. 552a (Privacy Act of 1974) and 5 CFR 6901.103 for individuals completing GSFC Form 17-60, Request For Permission to Engage In Outside Employment or Activity.

Purposes and Uses: The information on GSFC 17-60 aids the government employee and those who review his/her statement to avoid conflict of interest situations including those violations for which 18 U.S.C. 208 provides personal criminal sanctions. NASA will maintain this information under NASA’s Special Personnel System of Records as provided for under the Privacy Act. The form constitutes the official approval document for the outside activity of all employees except those who occupy positions which require filing of a Public Financial Disclosure Report (SF278).

Effects of Nondisclosure: A NASA employee who fails to provide the information requested by GSFC 17-60 may not engage in outside activity for which administrative approval is required pursuant to 5 CFR 6901.103(d).